

Centers for Disease Control and Prevention
Centers for Public Health Preparedness (CPHP) Program

2005-2006 CPHP Exemplar Group Charter
Field Epidemiology for Surge/Outbreak Response

PURPOSE

Epidemiology plays a critical role in the detection, investigation, and response to public health threats. A public health emergency requiring a large public health response (e.g., mass antibiotic prophylaxis or mass vaccination), even if there are few actual cases, will require a surge in epidemiologic capacity to implement surveillance systems, to launch epidemiologic investigative and response activities, to gather and manage complex information from diverse sources, and to provide timely analyses and reporting to guide public health decisions and actions. This will occur under activated local, state, and federal emergency response plans and will require coordination and collaboration at many levels.

The purpose of the Field Epidemiology for Surge/Outbreak Response Exemplar Group is to produce a toolkit that provides the following: (1) an overview of the issues and challenges of preparing for an epidemiologic response to a public health emergency; (2) a review of existing assessment tools that enable local public health agencies to assess their epidemiologic surge capacity and training needs; (3) a summary of existing CPHP network activities and resources that provide such assessments and trainings; (4) a summary of gaps in existing assessment and training resources within the CPHP network so that future materials can be developed in order to meet the needs of the public health workforce. The group's goal is to focus on field epidemiology in outbreak settings as well as disasters.

MEMBERSHIP

General Membership

Exemplar Group members are subject matter experts and others with knowledge of CPHP program activities relevant to the group's charge. Members are responsible for soliciting and disseminating information from workgroup session to others within their CPHPs and include:

Tomás Aragón	UC Berkeley CIDP	aragon@berkeley.edu
Kyle Bernstein	New York University	kyle.bernstein@med.nyu.edu
Kim Brunette	University of North Carolina	brunette@email.unc.edu
Wayne Enanoria	UC Berkeley CIDP	enanoria@berkeley.edu
Lou Goldfrank	New York University	lewis.goldfrank@med.nyu.edu
John Herbold	University of Texas at Houston	john.r.herbold@uth.tmc.edu
David Herrera	University of Texas at Houston	david.c.herrera@uth.tmc.edu
Victoria Holt	University of Washington	vholt@u.washington.edu
Pia MacDonald	University of North Carolina	pia@email.unc.edu
Anjum Hajat	University of North Carolina	anjum_hajat@unc.edu
JoLynn Montgomery	University of Michigan	montgomeryjp@yahoo.com
Stephen Morse	Columbia University	ssm20@columbia.edu
Rama Rao	New York University	raorama@pol.net
Sandra Ruzyski	University of South Florida	sruzycki@hsc.usf.edu
Tony Sambol	University of Nebraska	asambol@unmc.edu

James Shultz
Stephen Waring
Peter Wenger

University of Miami
University of Texas at Houston
University of Medicine and
Dentistry of New Jersey

jshultz1@med.miami.edu
stephen.c.waring@uth.tmc.edu
wengerpn@umdnj.edu

John Horan
Beth A. Rada

Subject Matter Expert, CDC
Coordinator, ASPH

joh3@cdc.gov
brada@asph.gov

Group Organization and Leadership

As determined by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

- Tomás Aragón UC Berkeley CIDP
- Wayne Enanoria UC Berkeley CIDP

The exemplar group leadership members will be responsible for finalizing the group's charter, and other core activities necessary to keep the group on task and deadline. The leadership will act as the primary point of contact for the CDC Subject Matter Expert Liaisons and ASPH Coordinator.

STANDARD OPERATING PROCEDURES

Communications

- Meetings/conference calls will be biweekly, every other Thursday from 3:00PM – 4:00 PM EST. The ASPH coordinator will be responsible for distributing conference call information and materials. The conference call schedule is as follows:
 - February 17
 - March 3
 - March 17
 - March 31
 - April 7
 - April 21
 - May 19

The exemplar group members will meet in person May 1-2, 2005 in Los Angeles, CA.

- The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.
- ASPH will support Intranet and workgroup functions to facilitate the sharing of written communication among group members. Group members will be responsible for posting materials to the exemplar group site at www.asph.org/acphp/only.cfm.

Agenda

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

Voting

The exemplar group will work toward developing a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. The ASPH program coordinator will facilitate voting.

KEY ACTIVITIES

- Based on existing competencies (when available), develop a list of needed training materials for epidemiology investigations of outbreaks and disasters. These materials can be separated into categories:
 - Needs assessments (eg, skills inventory)
 - “Just in case” training
 - “Just in time” training
 - Surge capacity
 - Operational/Logistics (e.g., under incident command system)
- Survey CPHP centers in order to identify existing resources to meet these needed training materials
- Identify gaps in existing materials in order to guide future direction of CPHP centers.

Timeline

Exemplar Group Activity	Planned Due Date
Disseminate draft of Charter	March 3, 2005
Finalize Charter/Workplan	March 31, 2005
Clarify the scope of activities that will be addressed in the toolkit.	April 7, 2005
Review existing assessment tools that enable local public health agencies to assess their epidemiologic surge capacity and training needs.	April 7, 2005
Develop a list of needed training materials for epidemiology investigations of outbreaks and disasters.	April 7, 2005
Survey CPHP centers in order to identify existing resources to meet these needed training materials.	April 14, 2005
Summarize existing CPHP network activities and resources that provide such assessments and trainings.	April 21, 2005
In-person meeting: UCLA, California Identify gaps in existing materials in order to guide future direction of CPHP centers.	May 1-2, 2005
Develop an overview of the issues and challenges of preparing for an epidemiologic response to a public health emergency.	May 19, 2005
Finalize toolkit	July 1, 2005